

Ratified

at the session of the Scientific Council of the Public Administration Academy of the Republic of Armenia (record N6) on May 31, 2019.

R U L E S

OF DESIGN AND PRESENTATION OF THE MANUSCRIPT TEXTS WHICH ARE SUBMITTED TO THE “PUBLIC ADMINISTRATION” SCIENTIFIC JOURNAL OF THE PUBLIC ADMINISTRATION ACADEMY OF THE REPUBLIC OF ARMENIA

1. GENERAL TERMS

1. This order determines the design standards and requirements, as well as publishing terms of the manuscript texts which are submitted to the “Public Administration” scientific journal (Journal) of the Public Administration Academy of the Republic of Armenia (Academy).

2. In order to be published, the manuscript texts are accepted which meet the standards and requirements determined in the terms of the current order.

3. If the requirements of design of the manuscript text stipulated by the current order are not maintained, the manuscript copy is returned to the author.

2. SUBMISSION OF THE MANUSCRIPT TEXT TO THE PUBLISHING HOUSE OF THE SCIENTIFIC JOURNAL AND THE AMOUNT OF PAYMENT FOR PUBLICATION

4. The “Public Administration” scientific journal is published twice a year.

5. The journal accepts scientific articles in:

1) “Public administration”

2) Economy and management

3) Law (public and private law)

4) Political science (political processes and institutions, international relations)

5) Psychology (psychology of interpersonal relations in organization; psychology of communication and conflict; individual psychological peculiarities of administrator, specialist and colleague; psychology of work environment and motivation; psychological issues of the staff; psychological, psycho-physiological and social peculiarities of professional activities; and business psychology).

6. The manuscript copies are accepted in Armenian, Russian or English. Present the annotations and **Keywords** (use terminological dictionary) in three languages.

7. The manuscript text is accepted for publication when the written opinion or guarantee is available.

8. All articles undergo bilateral “blind” censorship.

9. Present the manuscript text in both printed and electronic versions (text editor MS WORD, USB or e-mail: journal@paara.am).

10. Present the manuscript text in two files. Fill one of them with details about the author(s), and don't write any information about the authors in the “blind” manuscript text.

The requirement of the current term is carried out in accordance with the terms of the “Guideline of bilateral “blind” censorship”.

11. Mentioned the author's surname and the first three words of the article's title in the name of the file. The “blind” manuscript text must contain only the first three words of the article. The contents of the printed and electronic versions must be identical.

12. The amount of money levied for publication and delivery of one copy of the Journal to the author/coauthors is:

1) 2000 AMD per page for the representatives of public bodies of the Republic of Armenia, resident institutions (registered in the Republic of Armenia) and other organizations;

2) 2500 AMD per page for the representatives of non-resident institutions (not registered in the Republic of Armenia) and other organizations.

Money stipulated for a full page is levied for an incomplete page.

13. For an additional copy of the Journal the authors/coauthors of all groups must pay:

1) 2500 AMD per page for the representatives of public bodies of the Republic of Armenia, resident institutions (registered in the Republic of Armenia) and other organizations;

2) 4000 AMD per page for the representatives of non-resident institutions (not registered in the Republic of Armenia) and other organizations.

14. After the material is accepted for publication, the author is informed about it, as well as about the amount of payment for its publication and delivery.

After it the author transfers the amount of money on the account of the Academy in seven weekdays.

The author provides the receipt or sends it via e-mail to the Department of Accounting in ten days from the very moment the payment has been done.

15. The manuscript texts are published in accordance with the priority of their entrance.

3. DESIGN STANDARDS AND REQUIREMENTS OF THE MANUSCRIPT TEXTS

16. Technical requirements of the manuscript text which is submitted for publication in the Journal:

1) Size of the article – up to 16 pages (up to 30000 units (spaces included)),

- 2) Paper format – A5 (14.8x21.0 cm.),
- 3) Font – GHEA Grapalat (Armenian Unicode) for the Armenian text, Arial for the English and Russian texts,
- 4) Letter size – 11,
- 5) Line spacing – 1 (single),
- 6) Borders for all sides – 1cm.,
- 7) Paging – footer, center,
- 8) The **UDC - Universal Decimal Classification** is written in the beginning of the article,
- 9) The given name(s), surname(s) of the author(s) are written (all in capital letters) in the next line,
- 10) The full name of the organization where each author works,
- 11) Position, academic degree and/or title of each author,
- 12) E-mail, phone number of each author,
- 13) The title of the manuscript text (in capital letters) are written two lines below,
- 14) The annotation comes after the title in the manuscript language. It contains up to 500 units (spaces included) and key-words – up to 10 words,
- 15) The annotation must be brief and factual. Briefly depose the purpose of the research, its main results and general conclusions,
- 16) The manuscript text follows the annotation,
- 17) Number the sources and references in accordance with the succession of citations in the text, tables and picture. Write them in square brackets ([]) and in ordinal numbers. If the source of the reference is used more than once in the article, apply the page(s) of reference next to the number. Mention the page in the language of the manuscript text – էջ (Armenian), c. (Russian), and p. (sources in English, French or any other language), e.g. [1], [2, c. 11-12],
- 18) The use of **common symbols** (% , \$, etc.) is necessary. **Date abbreviations** are written with space and dot (e.g. «1824 թ. պայմանագրով» կամ «1980-2000 թթ. ընթացքում»),
- 19) Put **the substring comments** or footnotes of the articles on the bottom of the definite page. Restart each page. Use letter size 9.
- 20) Apply clear **pictures, charts and tables** and other visual staff, and number them with Arabic numbers in accordance with succession. Paste them as pictures in WORD, and the charts and others in EXCEL files in e-version. Do not use color pictures and charts. Abbreviate the reference of the pictures: for instance “see Chart 8”, or “as the Chart 4 shows”,
- 21) The width of pictures, charts and tables is up to 125 mm.,
- 22) Title all pictures, charts and tables. Write the title of table on the top of it, and the title of picture or chart on the bottom,

23) The list of **REFERENCES** follows the text. At the end of the article in this section comes the list of literature in accordance with succession in letter size 11 and in the manuscript language. Put down the classical number (without []), use Bold letters for the surnames and initials of the authors, and apply the number of pages. In the case of periodical publications the author's name, surname and occupation are followed with the name of the periodical publication (without quotation marks), the year of the publication, and the number, place and page(s) of the volume or edition. In the case of e-sources, write the surnames and initials of the authors, the title of the article, the link, the date of the publication (if known) and the date of the last attendance,

24) The texts of articles downloaded in the site often differ from their typed versions, so while referencing the e-version of the latter, provide the e-address of the link and not the typed version. Also mention the date of the site attendance.

25) The list of the literature is followed with Annotations and Key-words in other two languages (different from the manuscript text) in accordance with the same requirements of the manuscript annotation,

26) The appendix containing information about the author comes after the annotation. Present it in table in three languages in accordance with the appendix (attach the appendix in WORD),

27) On the last page of the article the author writes: "Previously unpublished work", then comes the author's signature (signatures of all authors) and the date.

17. If the publishing house fails to contact with the authors with the addresses and phone numbers they have provided, the Journal is authorized to suspend the publication.